
Job Opportunity

Delta Protection Commission

The Delta Protection Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

January 6, 2003

STAFF SERVICES ANALYST

Range A \$2507 – 3049 per month

Range B \$2714 – 3301 per month

Range C \$3255 – 3957 per month

This position is in Walnut Grove (Delta Area)

EXEMPT FROM HIRING FREEZE

The 19-member Delta Protection Commission is a regional land use planning agency for the 450,000-acre Primary Zone of the Legal Delta. The Commission is involved in monitoring land use changes, and coordinating planning with local government and with State and federal agencies. The mission of the Commission is to protect and enhance existing land uses including agriculture, wildlife habitat, and recreation. For more information see the Commission's web site: www.delta.ca.gov

Under the direction of the Executive Director of the Delta Protection Commission, the Staff Services Analyst performs the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES:

- Analyze notices, environmental documents, and planning reports; gather, tabulate and analyze information in those reports; prepare monthly project monitoring reports for the Commission; prepare report for Commission's web site; make recommendations to management based on analysis; make and maintain project files; prepare correspondence commenting on proposed projects.
- Evaluate introduced legislation and analyze; prepare legislative report to the Commission; make recommendations based on analysis; maintain and coordinate the Commission's legislative tracking system; prepare position letters.
- Prepare minutes of regular Commission meetings.
- Represent the Commission to government agencies that serve as consultants to the Commission preparing the GIS and to State Lands Commission staff regarding financial, personnel, and other transactions; attend meetings as representative of Executive Director.
- Gather, tabulate and analyze Commission expenditures and contracts; prepare monthly, quarterly and yearly reports and charts; present reports and make recommendations to management and Commission.
- Prepare correspondence to Commissioners pertaining to mandated administrative matters (FPPC forms, entering office, leaving office, etc.).
- Assist in regular mailings to the Commission; assist in set up of Commission meeting; answer phones, maintain mailing lists, and other duties as required.

DESIRABLE QUALIFICATIONS:

- Strong writing, editing and proofreading skills.
- Experience using computer software (Microsoft Office Suite) is highly desirable.
- Ability to meet stated goals and objectives.
- Flexible and focused to meet the requirements of a dynamic work environment.
- Great organization and observation skills.

POSITION LOCATION:

Delta Protection Commission
14215 River Road
Walnut Grove, California

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910 or FAX (916) 574-1915

FINAL FILING DATE: JANUARY 29, 2003

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.